

SORELL BOWLS CLUB INC

**MINUTES OF THE BOARD OF MANAGEMENT MEETING
HELD ON WEDNESDAY, 15 JUNE 2016**

Attendees

Ron Cowen (President)
Gwen Scott (Vice-President)
Sally Ridgeway (Treasurer)
Paul Matthews (Secretary)
Faye Gardner
Marion Florence
Allan Chatfield
Margaret Robertson
Peter Self (Bar Manager)
Chris Smith (Immediate Past President)

Apologies

Vicky Wakefield (Provedore)
Peter Scott (Men's Match)

Meeting open

1. The President declared the meeting open at 9.35am by welcoming the new board.

Minutes of the previous board meeting

2. The Secretary read the minutes of the previous meeting for the benefit of the new board members, and moved that they be accepted. Sally seconded this motion.

CARRIED

Business arising from previous minutes

3. The Secretary advised the board that there were no action items outstanding from previous meetings. However, the following matters needed to be addressed by the incoming board:
 - o Review Club Rules
 - o Review Club Conditions of Play
 - o Update the club's inventory
 - o Develop a viable building upgrade plan
 - o Consumption of Alcohol policy

4. **Club Rules.** The proposed amendments to club rules, as presented by the Secretary, were considered by the board. Rule 3 (Club hire) was discussed at length; the decisions are detailed in paragraph 6 below. The proposal for a new Rule 15 (Eligibility for club championships), made by the outgoing board, was not accepted by the incoming board as it was seen to unfairly restrict the entitlements of members who have paid the full membership fee.

ACTION: Secretary to make necessary changes for approval at the next meeting.

5. **Club Rule 3 (Club Hire).** In order to encourage greater use of the hall by non-profit and community groups, the board discussed setting the club hire fees as follows:
- Club members – \$50
 - Non-profit groups – \$50
 - Other (private) groups – \$200
 - Bond (to be refunded if all is satisfactory) – \$200
 - Fee for bar services – \$50
 - Wakes – donation to the club

ACTION: Board members to consider and discuss at next meeting

6. **Club Conditions of Play.** As review of this policy is not urgent, it was deferred until the next meeting.

ACTION: Board members to read/consider proposed changes.

7. **Club inventory.** The Secretary undertook to update the club inventory based on the depreciation schedule presented at the 2016 AGM. He warned that a full stocktake would be required before the next AGM.

ACTION: Secretary to update the Club Inventory

8. **Develop a viable building upgrade Plan.** The President asked Chris for an update on the building plans. Chris said he would be able to provide it at the next meeting. This matter was therefore held over until the next meeting.

ACTION: Chris to produce all correspondence at the next meeting

9. **Assistant Secretary.** The Secretary advised the board that they needed to appoint someone to look after sponsorship, bereavements and club keys. These duties would normally be given to the Assistant Secretary but this position is currently vacant. The Secretary and Treasurer have been covering

these jobs but can no longer do so. The Secretary also reminded the board that he would not be able to carry out his duties during the month of September and arrangements would have to be made to cover this period. Ron undertook to approach Bev Kelleher about taking on this role.

ACTION: The President to speak with Bev Kelleher

10. **Appointments.** As an interim measure to the appointment of an Assistant Secretary, the Board of Management made the following appointments:
 - Bereavements Officer – Gwen Scott
 - Key Register Officer – Margaret Robertson
11. **Sponsorship.** Ron undertook to introduce himself to our sponsors and also canvas other local businesses for their support. Sally undertook to continue maintaining the sponsorship register until an Assistant Secretary was appointed.

ACTION: Ron and Sally to manage sponsorship matters

Treasurer's report

12. Sally presented the Treasurer's Reports and moved that it be accepted. Marion seconded this motion.

CARRIED

Business arising from the Treasurer's report

13. The Treasurer presented the meeting with a plan to redistribute our Westpac funds to consolidate our green contingency fund and take full advantage of interest rates on offer. The plan is attached to these minutes. Sally moved, and Peter Self seconded, that we implement this plan.

CARRIED

14. The Treasurer advised the board that we had not received – and were unlikely to receive – the \$1,000 sponsorship money from DJ Motors, so we will use the BCIB \$1,000 to cover this event.
15. Ron advised the board that he believed DJ Motors would not be entering into any more club-level sponsorship arrangements but would only deal with BTS. He further advised that BTS would be considering how best to distribute funds to clubs.

Correspondence

16. The Secretary presented a summary of correspondence in and out for the past month:

Inwards

- Members
 - Gwen Scott – Prize money for singles runners-up
 - Rod Purcell – Request for an open clearance
 - Simon Butler – Advice of the birth of his son, Hudson
 - Alan Lovell – Licensee absence
- General
 - Early Bird Bowls Wear Special
 - Stubby holders for your Bowls Club
 - National pens for your Bowls Club
 - Band Flyer – The Breed
 - Santa Claus positions – Northgate and Eastlands
- Flyers
 - Rosny Park – 5-a-side Pre-Season Cup
 - Beltana – Diggers Day – 6 Jun 2016
 - Rosny Park – Trivia Night – July 2016
- SRT / Government
 - Community Sports Governance Forums
 - Community Sport and Recreation – Inventory update
 - Actively in Touch - May 2016 Newsletter
 - Hutch's Herald - 5 weeks to go!
 - Answer: Club Liquor Licensing Obligations re BYO alcohol
- Bowls Australia / Bowls Tasmania
 - 2016 Bowls Census
 - The Bowls Show
 - Regional Bowls Manager Newsletter – May 2016
 - UNBIASED e-newsletter– June 2016
- Bowls Tasmania South (BTS)
 - Anticipated affiliation fees 2016-17
 - BTS Champion of Champion Singles Championships
 - Format of Midweek Pennant 2016-17
 - Eligibility to play in Club Championships
 - Information for Bowls Tasmania Handbook 2015-16
 - BTS Board Meeting – 16 May 2016 minutes
 - BTS Affiliation Fees 2016-17
 - Expressions of Interest - BTS Women's Match Committee
 - Expressions of Interest – Selectors/Coaches for BTS Southern teams

Outwards

- To all members – Proposed change to clause 8.5 (rewritten)
- To Peter Scott – Prize money for singles runners-up not paid since 2013
- Email to Liquor & Gaming re BYO alcohol
- In memoriam
 - Betty Lovell – Mercury Notice
 - Sharon Williams – Card for the passing of her mother
- To all men – Minutes of the Men’s Meeting held on 5 June 2016

17. Paul moved, and Sally seconded, that correspondence be accepted.

CARRIED

Business arising from Correspondence

18. **Information for Bowls Tasmania Handbook 2015-16.** The Secretary advised the board that he had to submit information to BTS for inclusion in this season’s handbook by today. The following was decided:

- Program of Club Competitions
 - \$1,000 Triples – 3 September 2016
 - Farmers Day – 13 February 2017
 - \$1,000 Triples – 20 May 2017
- Weekly Social Events (Summer)
 - Nil
- Weekly Social Events (Winter)
 - Wednesday/Saturday social bowls
- Wet Weather Contact Details
 - Ron Cowen
 - Shirley Hay
- Names, addresses and telephone numbers of club officials
 - **President:** Ron Cowen 6265 2636 / 0418 979 170
(janet.ron@outlook.com)
 - **Secretary:** Paul Matthews 6265 2524 / 0427 033 016
(secretary@sorellbowlsclub.com.au)

19. **Inventory update for Community Sport and Recreation.** The Secretary undertook to complete this return.

20. **Licensee absence.** Alan Lovell has advised the board that he will be absent on overseas holiday from 5 July to 22 August 2016. Alan has asked that the Bar Manager be appointed acting licensee during this period in accordance with the Liquor Licensing Act.

ACTION: Bar Manager to undertake licensee duties and sign the register.

21. **Rosny Park 5-a-side Pre-Season Cup.** The board decided that we would call for expressions of interest and, if numbers were forthcoming, that Saturday Division 1 selectors should select a team to represent the club.

ACTION: Saturday Division 1 selectors to select a team

22. **Consumption of Alcohol.** The Secretary advised the board that he was made aware – after the event – that certain Sorell members playing in the May \$1,000 Triples event had brought their own alcohol to the club. Vice-President, Kathy Matthews, sought clarification from the Liquor Licensing Board on the legality of this activity. The response received on 23 May was:

The Liquor Licensing Act 1990 is currently silent on the issue of BYO liquor to licensed or permitted premises. It is really a matter for the particular club to make a decision about – noting that in general terms a licence or permit holder has responsibility to oversee the sale **and any consumption of liquor** on the licensed premises. If the club does not want members or guests/visitors to BYO then the club can introduce a rule/policy to that effect.

Peter Self reminded the meeting that the licensee **and** the bar staff on duty would both be held responsible for breaches of the act and the club could also have fines imposed against it. The Board decided that the following policy should apply:

1. Alcohol can only be purchased from the bar.
2. Unauthorised alcohol cannot be consumed on club grounds.
3. Unauthorised alcohol will be confiscated – either by bar staff or any Board member – and returned when the person leaves the club.
4. The Board of Management may impose fines/penalties if breaches of this policy are reported.

ACTION:

1. Secretary to post signage and advise members of this new policy
2. Club Rules and Policies to be included in new constitution booklet

Reports

BTS delegates

23. Nothing to report.

House and Bar

24. Nothing to report

Building Extensions

25. After some discussion (per paragraph 8) it was decided that the board should think about what might be the best plan moving forward and bring their thoughts/ideas to the next meeting. The Secretary suggested we prepare two plans for presentation to the SGM to be called later in the year. If we only bring one plan to the meeting, and it is rejected, we will have to do the whole thing over and have another SGM once we have a second plan worked out.

ACTION:

1. Chris to bring all correspondence/plans to the next meeting
2. Board members to consider what the best phase 1 plan might be

Greens and Gardens

26. Ron advised the board that he would continue to undertake the duties of Greenkeeper for the time being. Sally advised the board that David was happy to continue helping, along with Basil and Jerry.

27. Ron asked the Secretary to amend the website calendar to block out green closure from 6.00am to 2.00pm every Monday.

ACTION: Secretary to update the website

Match Committees

28. Marion advised the board that the Ladies Selection Committee has agreed to also act as the Ladies Match Committee for the coming season.

29. Ron advised the meeting that Peter Scott was going to run a \$2 "lucky card" raffle during winter social bowls with \$50 going to the winner and \$50 going to the club.

Selection Committees

30. Faye advised the board that Shirley Hay, Chairwoman of the Ladies Selection Committee, had been unable to find another Division 1 selector so Faye has stepped into this role in support of Lindy.
31. Peter Self advised the board that he was interested in filling the vacant Saturday Division 1 selector position and he'd heard that Simon Butler had also expressed an interest. However, Shirley Hay has undertaken to fill this position as the ladies representative. The Secretary reminded the board that the new constitutional clauses for selection committee eligibility may mean that adjustments will be required as the season opens/progresses.

Social Committee

32. Ron advised the meeting that Vicky Wakefield (Providore), Jan Cowen, Shirley Hay, Lindy Leary, Gwen Scott, Basil Marden, Steve Hawkins and Allan Chatfield have agreed to form the Social Committee.
33. **Ausmas Dinner.** The newly formed social committee will hold an Ausmas Dinner on Sunday, 10 July. The ladies have undertaken to prepare the meal, raffle prizes are being donated, and the cost will be \$20 per head. Ron has arranged to collect three boxes of chickens from Ingham's as a donation for this function.

Work Place Safety

34. Nothing to report

Membership

35. The Secretary advised the board that Rod Purcell had applied for an open clearance, however, the Rod had also indicated he would remain as a Social Bowler with Sorell and wished to retain his key. The board agreed that this was within the current rules in this regard.

ACTION: Secretary to provide Rod Purcell with his clearance.

General business

36. **Cleared members.** Marion asked what a member's status should be once a clearance is issued by the club. The Secretary expressed the view that the member was still a member of our club until they joined another club, or until their membership lapsed. The board agreed that this was so.

37. **Purchase of old grooming machines.** Sally advised the board that David Long wanted to buy the two old grooming machines (a Leon Johnson machine for \$60 and a horizontal rotary with motor for \$40) as they were no longer in use by the club. Ron moved that we approved this deal and undertook to negotiate with David. Paul seconded the motion.

CARRIED

ACTION: Ron to organise the sale/collection with David.

38. **Changing our Licensee.** Paul asked if we should consider changing the licensee as Allan Lovell does not attend the club except to sign the licensee's register. Ron advised the board that he'd spoken with Allan and been assured that Allan was happy to continue with this appointment, so given the cost of changing licensees, the matter was deemed closed.
39. **Bingo.** Sally suggested the club should start running a regular bingo afternoon/night. Sally advised the board that there was bingo software available for \$50 (lifetime license) that would allow us to print our own sheets and would auto-check winning tickets. Sally also said that there didn't seem to be any other organisations running bingo in Sorell at the moment.

ACTION:

1. Sally to talk to Jan Cowen/John Scott about setting up a small group to run the bingo.
 2. Sally to check if a gaming license would be required.
40. **Other fund-raising ventures.** Paul Matthews suggested we sell our cans for cash, but Peter Self indicated this was already happening (the money goes into the "Friday Night" fund). Paul also offered to run a "quick quiz" night (1-2 hours max) on a monthly basis if it would help with bar sales.
41. **Sorell Times advertising.** Ron suggested advertising the Ausmas Dinner in the next Sorell Times but the newspaper would come out in time for this function. Ron also suggested advertising the availability of our club for hire to the community which was greeted with approval from the board.

ACTION: Secretary to prepare an ad for consideration at the next meeting

42. **Sorell Times features.** Ron also advised the board that the Sorell Times would do an article and take photos if the event was “news future” and not “news past”. This possibility will be considered as we plan future events.
43. **Caravans/Campers.** Ron advised the meeting that he had spoken with the Sorell Council about advertising our club to the transit population. We will need to provide dates/times the club is open – perhaps in a pamphlet that can be handed out – and a point of contact.

ACTION: Ron to consider further once more information is obtained from the Council

Next meeting

44. The next meeting will be held on Wednesday, 20 July at 9.30am.

SECRETARY'S NOTE: The time of this meeting has been changed to 4.30pm.

Closure

45. The president declared the meeting closed at 11.50am.

Paul Matthews
Honorary Secretary

2 July 2016

Ron Cowen
President

___ July 2016

Attached

Westpac bank account restructuring plan

Westpac Bank Accounts Proposed Re-Structure June 2016

I would like to recommend that the Sorell Bowls Club accounts at the Westpac Bank Sorell be re-structured in the following way.

Currently (figures rounded)

- Cheque Acct \$23,900
- Debit Card Acct \$960
- At Call Reserve \$20,600

Term Deposits

- \$18,000 matures 26/5/2017 2.45%
- \$28,100 matures 14/8/16 2.40%
- \$102,300 matures 24/8/16 2.00%

I suggest reducing the Cheque Acct to \$10,000
 At Call Reserve to \$10,000

Cancel the \$18,000 Term Deposit that matures 26/5/2017, which will mean a loss of \$73.00 interest and reinvesting the

\$18,000	currently invested
\$15,000 (approx)	from Cheque acct
<u>\$10,000 (approx)</u>	from At Call Reserve
Total	<u>\$43,000</u>

Despite losing \$73.00 interest through early termination, I believe we would gain far more as \$18,000 @ 2.45% would return \$441 - \$36.75/month (approx).
 Whereas \$43,000 @ 2.45% would return \$1053 - \$87.75/month (approx)

I also recommend that when the remaining two Term Deposits mature in Aug 2016 that they be combined and reinvested for 6 months as this then becomes our 'Building Fund'.

S. Ridgway
 Sally Ridgeway
 Treasurer

Tas Perpetual Trustees \$44 000
Bendigo Bank \$28 000

 \$72 000

Green = \$72 000
 + \$43 000

 \$115 000